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How to Register with the Medical Use of Marijuana Program: **Caregiver step-by-step instructions**

Before assisting a qualified registered patient with their medical use of marijuana you must register as a *personal caregiver* with the Medical Use of Marijuana Program. Registering online with the Medical Use of Marijuana Online System (MMJ Online System) is the fastest and most convenient way to complete the personal caregiver registration process.

If you are unable to register online, a more lengthy paper registration process is available. Please call 617-660-5370 to request the paper forms and learn more.

Please read the following instructions before you begin the personal caregiver registration process in the MMJ Online System.

PREPARING FOR REGISTRATION

First, in order to register as a personal caregiver in the MMJ Online System you will need the following:

- Internet access;
- Access to a scanner, mobile scanning software, or pre-scanned digital copies of the documents (as explained below);
- A printer;
- A valid form of identification (as explained below); and
- A photograph of yourself (as explained below).

Next, scan and save onto your computer:

- the valid form of identification; and
- the photograph of yourself.

These documents will be uploaded to the MMJ Online System during the personal caregiver registration process.

Valid Form of Identification

Valid forms of identification include:

- State-issued driver's license;
- ID card issued by the Department of Motor Vehicles;
- US passport *AND* another document that *proves your primary residence*; or
- US military ID *AND* another document that *proves your primary residence*.

Proof of Primary residence may include, but is not limited to:

- A utility bill (gas, electric, telephone, cable, or heating oil), that is less than 60 days old and must contain your name and address;
- Your current motor vehicle registration card with your current address;
- Tuition bill with a due date of less than 6 months ago and addressed to your current address;
- Car insurance policy or bill that is less than 60 days old;
- Home mortgage, lease, or loan contracts dated within 6 months of today with your name, address and signature;
- Original or certified copy of a U.S. Marriage Certificate dated within the past 6 months;
- A property tax or excise tax bill for the current year with your name and address;
- First-class mail dated less than 60 days old from any federal or state agency that displays your name and address; or
- Current state-issued Professional License with your address.

Photograph of Yourself

This photo will be placed on your Program ID card.

Your photo should be:

- In color;
- Uploaded as a square photo;
- Taken within the last 6 months to reflect what you look like now;
- Taken in front of a plain white or off-white background;
- Taken looking directly at the camera;
- Taken without smiling and with both eyes open; and
- Taken in clothing that you normally wear (for example, no clothing item that covers your face or head except for religious purposes).

Please ensure that your photo is in .jpg or .bmp format with a maximum size of 2 MB.

REGISTRATION PROCESS

Now that you have gathered the necessary documents, you may begin the online personal caregiver registration process.

You will be sent several emails during the registration process. Each email will have instructions on how to complete the next step. Please note that the links may expire as soon as seven (7) days after being emailed to you and some links are valid only the first time that you click on the link.

The MMJ Online System times out after 30 minutes. If you would like to take a break during the registration process, a good stopping point is right after you receive a confirmation e-mail and before you click the link in the confirmation e-mail to start the next step of the registration process.

In order to register, please follow these steps:

Please note that Steps 1-12 are considered the personal caregiver *pre-registration* process. Once a patient designates you as their personal caregiver in the MMJ Online System, you are considered *registered*.

- **Step 1:** To start the personal caregiver registration process go to the Commonwealth of Massachusetts Virtual Gateway (VG) at <https://gateway.hhs.state.ma.us/authn/selfReg.do> Read and accept the terms and conditions, enter the personal information required, and select a 4-digit pin number. After answering the security question, click “Submit” to be taken to the next page.
- **Step 2:** You will then receive an email from the VG telling you that your account request has been processed. This email will contain a link that you will click on in order to finish the VG registration process. At this link you will need to create a password and answer two security questions that will be used to reset your password if you forget it.
- **Step 3:** Once you complete this information you will be taken to a screen that contains your username. Your VG account is now created. Any time you wish to return to the MMJ Online System log in to the VG at <https://gateway.hhs.state.ma.us> with the username provided and the password you selected. (Note: This link is different than the link in step 1.)
- **Step 4:** When you log in to the VG click on the link to “Medical Use of Marijuana System”. This will log you into the MMJ Online System.
- **Step 5:** You will then be taken to the Welcome page in the MMJ Online System. Click “Register as a Caregiver” to access the Home Page for the MMJ Online System.
- **Step 6:** You will then be taken to the Instructions page. The Instructions page is helpful for those caregivers who did not obtain the Step-by-Step Instructions before starting the registration process. Click “Proceed” after reading the instructions.

- **Step 7:** On the next screen you will enter your registration information, which includes your name, mother's maiden name, gender, date of birth, the last four digits of your Social Security Number, and contact information.

At the bottom of the page is a list of attestations. Read and agree to the attestations by checking on the box saying that you "attest to comply with the stated requirements". Click on "Proceed" to continue to the next page.

- **Step 8:** On the next screen you will need to scan a copy of your state-issued driver's license and then upload the file onto the MMJ Online System. If you do not have a state-issued driver's license, you will need to upload a scanned copy of another valid form of identification, as explained above. If another form of identification is used, proof of your primary residence is required as explained above. Click on "Browse" to find the correct file, select the file, and then click on the "Proceed" button.
- **Step 9:** The next page requires you to upload a photo of yourself to the MMJ Online System. The photo must follow the photo guidelines explained above and will be used for identification purposes in the MMJ Online System. The photo will also be placed on your Registration ID Card. Click on "Browse" to find the correct file, select the file, and then click on the "Proceed" button.
- **Step 10:** After you have entered all the information into the application, you will be taken to a Caregiver Registration Confirmation screen to confirm your information. Review the information on the screen. If you need to correct any information, click the "Back" button to return to the previous screen and enter the correct information. After you have corrected the information use the "Next" or "Proceed" button until you return to the Caregiver Registration Confirmation screen. Once all the information is correct, click on the "Submit" button.
- **Step 11:** You will then be taken to a screen that displays the date of your application submission. Your application will be reviewed by the Medical Use of Marijuana Program and you will be notified by email regarding the status of your registration. Registrations are processed in the order they are received.
- **Step 12:** If approved, you will receive a Registration Number. Please note that you are not officially registered at this point. In order to complete your registration, give your Registration Number to your qualified patient so that he or she can designate you as their personal caregiver via their MMJ Online System account.
- **Step 13:** When your patient's registration is complete and they have designated you as their personal caregiver in the MMJ Online System, you will receive an email notice and will be able to print your paper Program ID card. You are now officially registered. A plastic Program ID card will be mailed to you at a later date.

PROGRAM ID CARD

You must have your Program ID card as well as the valid form of identification that you used to register in the MMJ Online System at all times when you possess or handle marijuana for medical use.

There is a \$10 fee to replace a lost Program ID card.

CHANGE OF ADDRESS

If you move, your address may be updated by calling the Medical Use of Marijuana Program at 617-660-5370.

QUESTIONS

Should you have questions regarding the registration process, please contact the Medical Use of Marijuana Program Support Center at 617-660-5370.